
INTRODUCTION

A line item transfer is an approved reallocation of costs between budgeted line items on a cost reimbursement direct human services contract. Line item transfers do not increase or decrease the amount of a contract.

LINE ITEM TRANSFER REQUESTS

Contractor

1. Completes and submits the CM-4074, Line Item Transfer Request (LIT), to the contract administrator (CA).

CA

2. Approves or denies the LIT and submits to the Bureau of Purchasing (BOP).

BOP

3. Reviews the request to verify whether it is allowable and obtains any necessary clarification/corrections.
4. Approves or denies the request.
5. Distributes a response to the contractor, CA, and if approved, to the Contract Payments Unit.

The contractor cannot be reimbursed for expenses in line items that have a \$0.00 (zero) amount in the current budget unless an amendment is submitted with a revised budget.

DUE DATE

Line item transfer requests should be received by BOP no later than 90 days prior to that contract's end date (which is July 1 for fiscal year contracts) in order to be considered for approval.